



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:	LEGISLATIVE SUPPORT CLERK
DEPARTMENT:	Executive Clerk
SUMMARY:	See Attached Position Classification
OFFICE HOURS:	Legislative staff office hours are dictated by Senate floor activity; may require long, irregular hours.
SALARY RANGE:	\$42,183 - \$65,383
CONTACT:	Human Resources Room SH-231B Hart Building Fax: 202-228-3603
POSTING DATE:	June 18, 2008
DEADLINE FOR APPLICATIONS:	July 2, 2008 Applications will NOT be accepted after 6:00 p.m. Fax or hand deliver applications. Do NOT mail. No phone calls please. * New * E-mail your submission to resumes@sec.senate.gov . Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration. All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview.



LEGISLATIVE SUPPORT CLERK

NATURE OF WORK

This is an entry level position performing administrative work in the offices under the Legislative Clerk. This position also cross trains regularly with other positions in the Legislative Department. This position primarily records executive communications in the Legislative Information System (LIS) for the Executive Clerk's Office. Work includes entering data into LIS, preparing a summary for each communication and referring communications to appropriate committee as determined by the Parliamentarian. Work is bound by the Senate Manual and office policy and procedure. Work is performed under the immediate supervision of the Executive Clerk.

ESSENTIAL FUNCTIONS

Records executive communications, presidential messages, petitions and memorials in LIS; prepares written summary for each communication; forwards communications to appropriate committee as determined by Parliamentarian; and oversees delivery of documents by Senate pages with signed receipts.

Provides Government Printing Office with *Congressional Record* material for all executive communications; and archives documents as required at the end of each session of Congress.

Assists Morning Business Editor with maintaining an accurate account of various floor activities to support legislative staff; records speaker information (name, time and subject matter) for collaboration or clarification; obtains statements from floor staff and delivers to proper Official Reporter for inclusion to the *Congressional Record*; and copies vote tally sheets and distributes to legislative offices.

Provides back-up support for Executive Clerk and Assistant Executive Clerk; distributes Congressional Record, Executive and Legislative Calendars; assists with data-entry of nominations, reports; and answers office telephones.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and on the floor of the Senate Chamber and involves everyday risks or discomforts which require normal safety precautions when performing the work. Work is essentially sedentary with frequent use of the computer and occasional walking, standing, bending, and safely carrying items under 25 pounds.

MINIMUM QUALIFICATIONS



Work requires a Bachelor's Degree in English, journalism, communications or a related field; or an equivalent combination of education and experience that provides the following knowledge, skills and abilities:

Knowledge of English grammar, punctuation, sentence structure, spelling and vocabulary.

Ability to use computer and relevant software packages.

Ability to use tact and diplomacy when dealing with others.

Ability to maintain professionalism in and around the Senate Chamber.

Ability to work extended and unscheduled hours as dictated by the Senate schedule.

Ability to be flexible and adaptable in a dynamic environment.

Ability to communicate effectively, both orally and in writing.

Ability to comprehend legislative material and prepare concise written abstracts that conform to established requirements.

Ability to accurately process high volume of repetitive data-entry.

Ability to follow departmental rules, regulations, procedures and functions.

Ability to process, sort and file forms and records.

Knowledge of the Senate structure and functions is a plus. Legislative administrative experience is also a plus

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.